



## **KP3-PGT HANDBOOK**

2018 – 2019

*Revised 7/15/2018*

**Shira Greenberg**

*Founder and Artistic Director*

[Shira@KeshetArts.org](mailto:Shira@KeshetArts.org)

**Sarah Gonzales**

Pre-Professional Education Director

KP3-PGT Director

[Sarah@KeshetArts.org](mailto:Sarah@KeshetArts.org)

**Keshet Dance and Center for the Arts**

4121 Cutler Ave NE

Albuquerque, NM 87110

Phone 505-224-9808

Fax 505-842-0309

[www.KeshetArts.org](http://www.KeshetArts.org)

## **Contact Information**

Sarah Gonzales

Pre-Professional Education Director, KP3-PGT Director

All things curriculum related within KP3-PGT – attendance, student progress, level placements, etc.

[sarah@keshetarts.org](mailto:sarah@keshetarts.org)

Shira Greenberg

Founder and Artistic Director, Keshet Dance and Center for the Arts

All things ALICE-related – casting, rehearsals, etc.

[shira@keshetarts.org](mailto:shira@keshetarts.org)

Haly Shaffer

Program Coordinator

All things administrative within KP3-PGT – payments, Front Desk, etc.

[haly@keshetarts.org](mailto:haly@keshetarts.org)

Vangie Ross

Volunteer Coordinator and Concierge

[vangie@keshetarts.org](mailto:vangie@keshetarts.org)

### **About the Keshet Pre-Professional Program Post Graduate Track (KP3-PGT)**

Keshet's Pre-Professional Program Post Graduate Track (KP3-PGT) is a pre-professional education opportunity for students to participate in a focused, structured dance education curriculum which encompasses dance technique, dance performance, technical theater, arts administration, arts entrepreneurship, and community engagement. This track is an opportunity for students between the ages of 18 and 24 who want to pursue their dance training on a more serious level through an option outside of the college/university model. KP3-PGT students work with experienced teachers and guest artists from around the world, exposing them to varied teaching and choreographic styles. The program cultivates serious-minded dancers, equipping them with the technique, strength, consistency, refinement, artistry, knowledge, and professionalism that will be necessary to pursue a professional career in dance.

### **Application**

Students, ages 18 to 24, may apply to the KP3 Post Graduate Track at any time throughout the year (online). Admission to the program is rolling, although entering the program in August or January are recommended, as these months kick off new semesters. Students should apply a minimum of two (2) weeks before their desired start date for the program.

Acceptance to the program is based on an application and an interview with the Pre-Professional Education Director. Students must commit to a minimum of six (6) months program participation, but there is no maximum length of participation within the program.

### **Class Attendance**

Students in the KP3 Post Graduate Track have access to all Keshet class offerings (KP3, Community, Keshet Master Classes, Makers Space Master Classes, KIIC Workshops). After being accepted into the KP3 Post Graduate Track, KP3 Post Graduate students should set up a time with the Pre-Professional Education Director to receive level placements prior to beginning participation in the program. These level placements will identify approved levels of KP3 classes to take and recommendations for Keshet Community classes that will additionally support training goals.

KP3 Post Graduate students must maintain consistent attendance with an average minimum of three (3) technique classes per week. As life and absences may occur, attendance is tracked with the expectation of twelve (12) technique classes attended monthly. Students will register for classes and determine make-up options before the start of each semester (fall, spring, summer). If a student must miss a class, they should make the class up with an approved KP3-PGT Make-Up Opportunity (next page). Students are encouraged to take extra classes to keep their training on track. Check the Pre-Professional Education Board frequently to see how many classes you have taken.

### **KP3 Workshop**

KP3 Post Graduate students are encouraged, but not required, to attend the full 60-minute KP3 Program Workshop, held weekly. The KP3 Workshop discusses ancillary subjects that are vital in the field of dance, including but not limited to nutrition, functional anatomy, dance history, resumé writing, French terminology, and discussions about what careers in the arts look like.

### **KP3 PGT Workshop**

The KP3 Post Graduate Workshop IS required for all KP3 Post Graduate students and is held only one time per month, generally between 1.5 – 3 hours, depending on the topic. There will often “homework” projects to work on generated via discussions and learning in this workshop. This workshop will focus on topics critical to the field and to the personal, professional, and artistic growth of the participants.

### **KP3-PGT Make-Up Opportunities**

**Take a Class:** Take a dance class at Keshet. Be sure to turn in a “KP3 Make-Up Slip” (which can be found on the Pre-Professional Education Board) with your make-up class instructor’s signature on it to get credit.

**See a Performance:** See a dance performance on stage, film, tv, etc. and write an artistic response to the show. Turn in the paper, along with information about when & where you saw the performance, to the KP3-PGT Director. One make-up per page.

**Create:** Create choreography and present it to the KP3-PGT Director. One make-up per minute of movement.

**Current Event:** Find a dance related article in the news (paper, tv, online) and write a reaction to this article. Turn in the paper, along with the current event, to the KP3-PGT Director to receive credit. One make-up per page.

**Assisting with a Keshet Class:** Please contact the KP3-PGT Director or Keshet School Director.

### **Productions**

Keshet produces a number of shows throughout its annual season. KP3 Post Graduate students have the option to participate in these productions. If a Post Graduate student is not performing in a production, it is expected that the student will take a minimum of one (1) Front of House shift during each production’s run and/or provide backstage mentorship to support each Keshet production.

**If a KP3-PGT student is performing in any Keshet production, the week prior to that production is considered tech week. NO absences will be permitted unless prior approval has been given by Keshet’s Artistic Director or the KP3-PGT Director. All KP3-PGT students must have made-up any class absences by tech week in order to perform.**

**Excessive absences from classes, rehearsals, or performances are grounds for removal from the KP3-PGT program.**

### **Timeliness**

“On-time” to class means that the student is in the studio space prior to the start of class, preparing physically and mentally for class. Each student is expected to warm-up and focus before class begins. Simply being in the building does not mean that the student will be counted as on-time and present.

### **Illness and Injury**

If you are sick and cannot participate in class, please stay home and recover. Please call in **all** absences to your registered classes to Keshet (505-224-9808) or email the KP3-PGT Director. If an injury requires you to sit out of class, a doctor’s note must be given to the KP3-PGT Director before the class. While injured, you are expected to attend and observe your scheduled classes and rehearsals. A report detailing class notes must be shown to the Keshet Teacher after each class in which a dancer sits out for a dancer to receive class credit.

### **6-Month Check-Ins**

Every six (6) months, KP3 Post Graduate students will have a 6-Month Check-In meeting with the KP3-PGT Director. Conferences help the Director to offer constructive advice about students’ progress, strengths, and weaknesses to dancers and parents in a positive manner. Conferences also allow students to address any concerns they might have about the KP3-PGT program. Talking to students will help Keshet staff identify each student’s individual goals and come up with a plan of action to help students grow as dancers and achieve their goals. If a KP3-PGT student decides to extend their time in the Post Graduate program, updated Financial Agreements will be completed in 6-Month Check-Ins. **6-Month Check-Ins are required for all KP3-PGT students.** At any time during the year, KP3-PGT students may request an additional conference with the KP3-PGT Director.

## Dress Code

The purpose of Dress Code is to prepare KP3-PGT students to train in a safe and pre-professional manner. In all technique classes, you are expected to be attired appropriately. No bootie shorts, low riders, urban/gaucha pants, crop tops or bare midriffs without covering shirt are allowed. Students not adhering to the dress code will not be allowed to take class. All students must be fully dressed when entering or exiting the building, including cover up for tops and bottoms. Each Keshet Faculty member may specify specific dress code preferences.

<b>Ballet</b>	Please wear: <ul style="list-style-type: none"><li>• Solid color leotard with pink tights OR black tights with a tight-fitting white shirt, tank top, or leotard; Black leggings or dance pants may be worn*</li><li>• Ballet slippers with elastic or pointe shoes with elastics and ribbon are <u>required</u></li><li>• Ballet skirt may be worn</li><li>• All hair <u>must</u> be secured out of the face in a <u>neat</u> bun</li><li>• Appropriate undergarments (sports bras, dance belt/supporter)</li></ul>
<b>Contemporary and Jazz</b>	Please wear: <ul style="list-style-type: none"><li>• Solid color leotard with pink or black tights OR black tights with a tight-fitting white shirt, tank top, or leotard; Black leggings or dance pants may be worn*</li><li>• Contemporary: Bare feet are <u>required</u></li><li>• Jazz: Jazz shoes are <u>required</u></li><li>• All hair <u>must</u> be secured out of the face</li><li>• Appropriate undergarments (sports bras, dance belt/supporter)</li></ul>
<b>Hip Hop</b>	Rehearsal dance clothing is acceptable, but no street clothes. Pants and sneakers are preferred.
<b>Rehearsal</b>	No street clothes. Form fitting dance clothes, t-shirts, warm-ups, leotards, leggings, and bare feet are acceptable. Appropriate rehearsal clothing should correspond with the style of piece being rehearsed.
<b>Jewelry</b>	No loose jewelry should be worn during classes or rehearsals.
<b>Warm-Up Clothes</b>	Instructor permission required. Any warm up clothing must be form-fitting.

When representing Keshet at special events such as galas, fundraisers, performances, etc., students should dress appropriately for the situation. Please ask the KP3-PGT Director if you are unsure if your dress will be appropriate for the event in question. Any questions about proper attire should always be discussed with your instructor. Preparation and presentation of your physical instrument are the dancer's responsibility and part of your training.

\*If you have any issues or questions about the KP3-PGT Dress Code, please feel free to discuss with the KP3-PGT Director. If you have questions and or alterations needed related to gender identity, please contact the KP3-PGT Director so that an appropriate alternative may be identified.

## Pre-Professional Education Board

KP3-PGT students must keep a watchful eye on the Pre-Professional Education Board (located in the Keshet lobby). Consistent announcements will be posted regarding *Alice*, KP3-PGT Spring Concert and Spring Concert Series, KP3-PGT schedule changes, new KP3-PGT opportunities, and other required meetings.

## Assignments

Throughout the school year, KP3-PGT students may be given written assignments related to their development as a dancer. Failure to complete a KP3-PGT assignment will be equivalent to one absence.

### **Dressing Rooms**

Please keep all of your belongings with you at all times. Keshet Center for the Arts Dressing Rooms may be used during performance times only, not during regular class sessions. When using the Keshet Center for the Arts Dressing Rooms, it is your responsibility to keep your dressing rooms clean. Keshet Center for the Arts is not only our home but should be a clean community space.

### **Choreography**

KP3-PGT students are encouraged to explore the development of their own choreography. If students would like the opportunity to present their original works, there are various production opportunities throughout the year. Watch the Call Boards in Keshet's lobby and read submission forms carefully for requirements and deadlines.

### **Guest Artists**

Keshet hosts Guest Artists in which world-renowned dancers and choreographers come to work with the Keshet Repertory Company on new or existing works. During their tenure at Keshet, guest artists may teach KP3-PGT classes and workshops, which are invaluable opportunities for KP3-PGT students to learn from master teachers.

### **Warm-Ups**

For the purpose of safety, **ALL** KP3-PGT dancers are required to participate in warm-up sessions before **ALL** performances. Warm-ups may be excused if approved by the KP3-PGT Director, Education Director, or Artistic Director *before* the scheduled warm-up time.

### **Working with Keshet's Repertory Company**

Students in Upper Levels may be asked by the Artistic Director to work with the Keshet Company for activities such as classes, rehearsals, productions, touring, etc., outside of regular class curriculum. This is a unique opportunity to be involved on a professional level with Company members. Not all students will participate in these activities.

### **Studio Space**

KP3 Post Graduate students will have free access to Keshet studio space, as available. KP3-PGT students may request to use studio space at the Keshet Center for the Arts from the KP3-PGT Director. Students are responsible for the proper use of the space and any equipment in the space. If students use studio space without reserving it in advance or use the space in an irresponsible manner, they may lose the privilege of using space.

### **Technical Theater**

KP3-PGT students have a unique opportunity to learn a variety of technical aspects of theater/performance and apply that knowledge during Keshet productions. Students may be able to study and apply topics such as Lighting Design, Sound Design, Stage Management, Costuming, and more.

### **Lost and Found**

Lost and found items brought to the Front Office will be held for a reasonable amount of time. Students are asked to mark all belongings with their names in permanent ink. Valuables and large sums of money should not be brought to Keshet. Keshet assumes no responsibility for loss or theft of dance clothing, pointe shoes, books, electronics, or other personal items that are left unattended at Keshet Center for the Arts building (including the lobby, studios, and dressing rooms).

## **Financial Information**

KP3 Post Graduate students can choose one of the following payment + volunteer support options:

- Paying \$100/month + volunteering 5 hours/week front desk/concierge/admin support
- Paying \$50/month + volunteering 8 hours/week front desk/concierge/admin support
- Paying \$0/month + volunteering 12 hours/week front desk/concierge/admin support

Plus: Front of House training and an expectation that KP3 Post Graduate students will support all Keshet productions in which they are not performing by completing one (1) or more Front of House shifts during each run of all Keshet productions.

KP3-PGT Registration Fees are \$55, due to Keshet by the first day of KP3-PGT classes. KP3-PGT registration fees and first payments are due BEFORE the student's first KP3-PGT class begins. Students who have not turned in all required KP3-PGT materials (i.e. Class Registration forms, Financial Agreement, Student Agreement, etc.) will not be allowed to participate in class.

If a student leaves the KP3-PGT program and eventually reenters the program, they will be required to pay an additional \$55 Registration Fee at the time of reentry. If a KP3-PGT student decides to extend their participation in the program beyond their initial six (6) months, they will NOT be required to pay an additional Registration Fee.

## **Front Desk/Concierge/Admin Support**

KP3 Post Graduate students will be required, as part of their payment for the program, to work at the Keshet Front Desk as a Concierge, providing administrative support. This position is the face and voice of Keshet. While working at the Keshet Front Desk, Post Graduate students are responsible for professional, high quality care of a diverse clientele.

KP3 Post Graduate students should meet with the Keshet Program Coordinator to schedule a Front Desk training and to determine their weekly Front Desk schedule for that semester (fall, spring, or winter). All duties related to the Front Desk and Administrative Support will be assigned by the Keshet Program Coordinator. The KP3 Post Graduate student's schedule will be in place in accordance with Keshet's calendar. KP3 Post Graduate students are responsible for recording their hours accurately in their Front Desk Time Sheet.

Front Desk shifts may be traded with Keshet staff and/or other KP3 Post Graduate students throughout the semester, so long as the KP3 Post Graduate student's minimum number of hours at the Front Desk are met each week. When trading a Front Desk shift, KP3 Post Graduate students must notify the Keshet Program Coordinator prior to the shift. Anytime a KP3 Post Graduate student misses a Front Desk shift, they must make up the hours. Scheduled time-off from the Front Desk must be coordinated in advance with the Keshet Program Coordinator, who will determine make-up options for hours missed.

**Arriving five (5) minutes late to a Front Desk shift, counts as a "No Call, No Show." If a KP3 Post Graduate student has three (3) unscheduled instances of "No Call, No Show" for their Front Desk shift, this is grounds for removal from the KP3 Post Graduate program.**

## **Expected Behavior and Disciplinary Actions**

Students in KP3-PGT are expected to lead by example as positive mentors and role models for others at Keshet. Respect and kindness is expected both in and out of the class and rehearsal setting. Abusive, profane, or disrespectful language is not acceptable at any time. Inappropriate behavior which is disrespectful and distracting from the purpose and goals of KP3-PGT is not tolerated. If a student's behavior becomes inappropriate, they will be

asked to leave the class rather than participate. If this behavior persists, the student will be put on KP3-PGT probation and potentially removed from the program.

KP3-PGT students are representatives of KP3-PGT and Keshet both inside the studio and out. As such, any student whose actions tarnish the reputation of KP3-PGT and Keshet, jeopardizes the safety, order, and discipline, or social cohesion of the community, regardless of where or when those actions occur, including on social media websites, may be subject to disciplinary actions.

Respect for the law as well as a genuine concern for the physical, psychological, and emotional well-being of all its students motivates Keshet policies in this crucial area. Major school infractions typically require thoughtful consideration of all issues; therefore, decisions regarding infractions may not be immediate.

If a student uses, possesses, or is under the influence of controlled substances, unauthorized prescription drugs, abuse of prescriptions drugs, illegal drugs, or alcohol, or possesses drug/alcohol paraphernalia at Keshet, in locations within sight of Keshet, during on or off-campus Keshet-sponsored activities or programs, or while representing Keshet in any capacity, the student may be suspended from the KP3 Post Graduate program.

It is important to address actions that will be taken in the event that a student is not adhering to the expectations of KP3-PGT. These expectations, outlined above, range from behavior to attendance to dress code. If a student consistently demonstrates low results or falls behind in any of the expectation areas at any time, the following disciplinary actions will occur in this order:

1. Two verbal warnings will be given by a teacher and/or the KP3-PGT Director
2. A written warning will be given to the KP3-PGT Director student.
3. A personal conference will be called with the KP3-PGT Director and the student.
4. The student will be put on temporary probation, which may consist of removal from a performing role in an upcoming production, and a zero-tolerance policy for absences and/or inappropriate behavior.
5. The student will be removed from the program.

**Depending on the severity of the situation, Keshet Dance reserves the right to remove a student from the program without completing steps 1-4.**

#### **Removal from KP3-PGT**

If a student is asked to leave KP3-PGT for any reason, **they are still responsible for FULL payment for KP3-PGT as previously described.** If a student is removed from the program and enrolls in community classes, KP3-PGT tuition fees CANNOT be applied to community classes. This will be determined on a case-by-case basis by the KP3-PGT Director.

#### **Bullying Will Not Be Tolerated**

Bullying is the use of force or coercion to abuse or to intimidate others. The behavior can be habitual and involve an imbalance of social or physical power. It can include verbal harassment or threat, physical assault or coercion and may be directed repeatedly towards particular victims, perhaps on grounds of class, race, religion, gender, sexuality, appearance, behavior, or ability.

- **Verbal bullying includes:** Teasing, Name-calling, Inappropriate sexual comments, Taunting, Threatening to cause harm
- **Social bullying includes:** Leaving someone out on purpose, Telling Other Children not to be Friends with Someone, Spreading Rumors about Someone, Embarrassing someone in public
- **Physical bullying includes:** Hitting/Kicking/Pinching, Spitting, Tripping/Pushing, Taking or Breaking Someone's Things, Making Mean or Rude Hand Gestures, None of the Above or other Similar Behaviors will be Tolerated.



## Leaving the Pre-Professional Training Program

### Programmatic

If a student chooses to leave the program at any time they should notify the KP3-PGT Director in advance. An exit conference is recommended.

### Financial

If a student chooses to leave the program:

- Before the first day of classes,** 100% of any tuition paid is fully refundable (not including the \$55 registration fee)
- Within the first four weeks of classes,** 60% of the tuition is fully refundable (not including the \$55 registration fee). If a family is paying a quarterly or monthly payment, **40% of the full tuition will still be owed to Keshet.**
- After the first four weeks of classes,** no refunds are available and **monthly payments are still due to Keshet.**